



City of Kansas City, Missouri Job Class Specification

Job Title: EVENT COORDINATOR **Department:** MULTI
Job Code: 1652 **Status:** NONEXEMPT **Grade:** M-I

Summary

This is responsible work in organizing, staging and coordinating meetings, lectures, stage shows, sports events, concerts, exhibitions, conventions and theatrical events in the city's multi-purpose facilities.

Work involves the coordination, monitoring and participation in all activities with show managers, promoters and prospective clients from initial planning to event's completion including planning efficient facilities' utilization, layout drawings, coordinating support and peripheral operational services, as well as concessions and catering services where necessary. Employees of this class are expected to create and maintain a positive image of the Convention and Entertainment Facilities Department, to exercise broad independent judgment, to reasonably anticipate clients' requirements and to work effectively with events' patrons and other departmental staff as directed. Work is reviewed through activity reports, observations, conferences and results obtained.

Duties and Responsibilities

- Provides assistance to clients in all phases of major business promotions, civic, sports and theatrical events; provides facility layout planning, rate quotations, technical services, food and beverage requirements, timing schedules and concessionaires.
- Makes recommendations to client concerning set-up and floor plans (i.e., lighting, sound system placement, staging, etc.).
- Reviews floor plans submitted by clients before forwarding to Director of Convention Facilities and Fire Prevention Division for final approval.
- Coordinates activities of in-house food concessionaires and outside caterers in accordance with department guidelines and regulations to meet events' goals.
- Informs client of all contracted services which they are required to use, including all applicable union regulations; makes recommendations about obtaining auxiliary and security personnel.
- Guides the client in the preparation of their event in regards to ordinances, building codes, and fire prevention regulations which govern the use of the facility.
- May assist with the revision, updating and maintaining of emergency crisis guidelines and procedures for medical emergency responses, bomb threats, and evacuation.
- Provides clients with incurred costs for all equipment and services and advises clients of the most efficient and beneficial use of facilities, equipment and services.
- Prepares contracts for clients to sign showing dates, rates and facilities being used and deposit schedule.
- Notifies the Facilities Management of any subsequent expenses incurred by client so that they may be included in the final invoice.

Duties and Responsibilities
(continued)

- Calculates and submits to clients the final billing on a timely basis.
- Keeps client informed on status of deadline schedule including contract return, insurance certificate return, deposit schedule and outside contracting.
- Attends "and conducts pre and post conference meetings.
- Administers contracts with sports tenants and concessionaires to ensure that terms of agreement are completely adhered to for all concerned.
- Monitors the event, maintaining liaison with the client to make sure that the client's needs are being met.
- Plans and coordinates event changeovers for technical operational staff.
- Prepares and maintains current statistical and event operational records for attendance, ticket prices, concession revenues and rent and user fees.
- Assists with box office operations as needed.
- Monitors parking lot operations and may assist with scheduling of personnel
- May assist with budgeting and cash accounting procedures.
- May participate in market research programs and work with the Sales and Marketing Division in formulating marketing and promotion plans for the various facilities.
- May assist in the development of professional skills training programs for event coordination staff.
- May conduct crowd management and public relations orientation and training programs for event support personnel such as ushers, ticket takers, security, etc.
- Gives tours of the facilities and provides information pertaining to inquiries concerning the facilities and the staging of events.
- Performs related duties as required.

Preferred Software Knowledge

CAD
EBMS

Technical Skills

Thorough knowledge of:
The rental ordinance and its applicability in the booking and writing of lease agreements for entertainment events, trade shows, conventions and livestock/horse show exhibitions.

Considerable knowledge of:
Principles, practices and trends of the convention and entertainment industry as applied to facility operations and maintenance management.
The operation and maintenance of moderate sized public events facilities.
Principles and practices of accounting, personnel administration and budget preparation.
Multiple events scheduling and servicing.

Education and Experience

Accredited Bachelor's degree in business administration, liberal arts, recreation, public administration or one of the social sciences and one (1) year of related experience.
OR
An equivalent combination of education and experience.

Certificates/ Licenses/Special

- Must pass a background check as prescribed by the City.

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| Requirements | <ul style="list-style-type: none">▪ May be required to possess a valid State -issued driver's license in accordance with the City of KCMO policies. |
| Supervisory Responsibility | Supervision may be exercised over assigned personnel. |
| Supervision Received | Work is performed under general supervision. |
| | <p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p> |
| Created | 9/06 |
| Revised | 05/10 |